***6th Grade Microsoft Word Formatting #1***

Directions:  Follow the directions for each of the questions below and save it to your Keyboarding folder. Print out and turn in to Mrs. Jez.

1)     Underline this phrase.

2)     Bold this phrase.

3)     Change this font to 26

4)     Change this font to comic sans.

5)     Make this line yellow

6)     Make this line bulleted.

7)     Center this line

8)     Highlight this line.

9)     Place a word art of your name below here

10) Make a table below with three columns and four rows.